



California Department
of
Social Services



Child Care Advocate
Program

School-Age Child Care Centers Self-Assessment Guide



COMMUNITY CARE LICENSING DIVISION
"Promoting Healthy, Safe and
Supportive Community Care"

SELF-ASSESSMENT GUIDE SCHOOL-AGE CHILD CARE CENTERS

This self-assessment guide is for school-age child care and is designed to help you and others involved in the administration of the child care program perform periodic self-assessments of your school-age center operation. By using this, you can find problems and then correct them yourself. This guide lists some of the most common problem areas found by licensing staff when they make visits. Read each statement and check Met or Not Met for the answer that best describes your school-age child care program.

This is not a complete list of licensing regulations. It includes many of them, but does not replace the regulations. When the licensing worker visits, they may look at more than what is in this guide. You should review the school-age regulations for all of the requirements.

ADMINISTRATIVE REQUIREMENTS

MET NOT
MET MET

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Director is qualified. (101515) |
| _____ | _____ | 2. Teachers are qualified. (101516.2) |
| _____ | _____ | 3. Staff/child ratio of one teacher and one aide for every 28 children is maintained. (101516.5) |
| _____ | _____ | 4. Health background is on file for each child. (101521) |
| _____ | _____ | 5. Children are observed for signs of illness upon arrival. (101526.1)
-Children arriving on their own are signed in by center staff. |
| _____ | _____ | 6. Snacks are available and offered to children. (101527) |
| _____ | _____ | 7. Written agreements permitting children to leave the center on their own are on file. (101529.1)
-Agreements are signed and dated by the parents and director. |
| _____ | _____ | 8. Outdoor activity space is physically separate from space used by other children. (101538.2) |

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ADMINISTRATIVE REQUIREMENTS (Continued)

<u>MET</u>	<u>NOT MET</u>	
_____	_____	9. Indoor activity space is physically separate from space used for other children. (101538.2) -Movable walls or partitions providing separation are at least 4 feet high.
_____	_____	10. Toilets provide individual privacy and are not used at the same time by children of the opposite sex. (101539)
_____	_____	11. Program is on a school site and serves children attending the school. Child care center square footage and toilet requirements are not met. (101538.2/101538.3/101539)